

Retention and Classification Report

Agency: Hawthorn Academy (Utah) (3504)
9062 South 2200 West
West Jordan, UT 84088
801-282-9066

Records Officer Emily Bejarano

27708 Accounts payable
28634 Administrative payroll reports

AGENCY: Hawthorn Academy (Utah)

SERIES: 27708

3

TITLE: Accounts payable

DATES: 2009-

ARRANGEMENT:

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records are used to pay school bills. They include copies of checks, invoices, purchase orders, and receiving reports. Correspondence with vendors and computer printouts may also be included.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 1.

AUTHORIZED: 05/11/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Fiscal

This retention is based on (UCA 70A-2-725 (1998)), which specifies a four-year statute of limitations in contracts for sale.

AGENCY: Hawthorn Academy (Utah)

SERIES: 27708

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Hawthorn Academy (Utah)

SERIES: 28634

3

TITLE: Administrative payroll reports

DATES: 2009-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's administrative function to audit the use of all public funds (Utah Code 51-2a-201 (2014)). These records document agency payroll operations and are used for data entry. Information includes statistics, reports, and data used for workload and personnel management purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 30.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Hawthorn Academy (Utah)

SERIES: 28634

TITLE: Administrative payroll reports

(continued)

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302

SECONDARY CLASSIFICATION(S):

Public